



## DEPARTMENT OF RECREATION, PARKS AND CULTURAL ACTIVITIES

James B. Spengler  
Director

2900-A Business Center Drive  
Alexandria, Virginia 22314

Phone (703) 746-5428  
Fax (703) 746-4668

### APPLICATION FORM COMMUNITY GARDEN PLOT - NEW GARDENER 2018 SEASON

**Payment does not need to be sent in with the application this year.** Each applicant will receive email confirmation of the plot assignment and plot rental fee balance. Payment for a plot must be made within one week of receiving a plot assignment and can be made online using the City's WebTrac system, at any City Rec Center or by mailing a check made payable to 'City of Alexandria' to the address below.

Computer access and email are required for continued use of a garden plot. You must also be able to open files in Microsoft Word and PDF format.

**Community Garden Requirement Change:** The Community Garden Use and Maintenance Agreements are in place and each garden will require mandatory volunteer hours for each plot renter to sustain the lower rental fees. Gardeners are able to opt out of the volunteer requirement but will be required to pay the higher rental fee. Please see the fee schedule below for more information.

**Chinquapin Organic Gardens**      **7 volunteer hours per season**  
**Holmes Run Community Garden**      **5 volunteer hours per season**

<b>Rental Fees (Volunteer Opt In):</b>	Resident Full Plot	\$90.00	Nonresident Full Plot	\$180.00
	Resident Half Plot	\$60.00	Nonresident Half Plot	\$120.00
<b>Rental Fees (Volunteer Opt Out):</b>	Resident Full Plot	\$180.00	Nonresident Full Plot	\$360.00
	Resident Half Plot	\$120.00	Nonresident Half Plot	\$240.00

**Do you wish to opt out of the volunteer requirement?** Yes ☐ No ☐

**Responsibility:** Assignment of each garden plot will be made to the person who fills out and signs the application form, and who provides payment in the same name. The responsibility for the plot remains with the person to whom it is assigned. Any plot that is not maintained in accordance with the regulations may be re-assigned by the City without reimbursement.

---

**Please indicate if you are re-applying:**

I am **renewing** (I was assigned a plot last year) ☐ I am applying for a plot for the **first time** ☐

Plot # \_\_\_\_\_ (if renewing)

**Garden:** Chinquapin Organic Gardens ☐ Holmes Run Community Garden ☐

**Do you wish to serve as a Volunteer Garden Monitor?** Yes ☐ No ☐



## DEPARTMENT OF RECREATION, PARKS AND CULTURAL ACTIVITIES

**Please indicate your residency status:**

I am a legal resident of the City of Alexandria ☐ I am **not** a legal resident of the City of Alexandria ☐

APPLICANT NAME \_\_\_\_\_  
[One applicant name only]

RESIDENCE ADDRESS \_\_\_\_\_ (No P.O. Boxes)

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE (Preferred): (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

E-MAIL \_\_\_\_\_ **(required)**. Failure to provide an email address is considered an incomplete application and will be rejected.

By submitting this application I agree to share my email and phone number with the Volunteer Advisory Board for the purpose of distributing information regarding the operation of the Community Garden or events that may be planned.

---

**A garden plot will be assigned after the application has been received. Each gardener will receive an emailed receipt with their assigned plot number and plot fee balance. Payment may be made online using the City's WebTrac system or at any of the City's Rec Center facilities. Gardeners may still send in checks with their application as well. Please make check payable to 'City of Alexandria'. Plot fees must be paid within one week of receiving a plot assignment. If not, the plot will be reassigned to a waitlist applicant.**

---

I acknowledge I have read the **Community Garden Plot Regulations** and I will receive a copy of the **appropriate PARKnership Agreement** after my application has been accepted, and I agree to abide by all of the current rules and guidelines if I am awarded a seasonal garden plot permit. Additionally, I have reviewed my application carefully to ensure that it is filled out completely and accurately; I understand that incomplete applications or erroneous information will cause my application to be denied. I also understand that the gardening season runs from March 1 through November 30 each year.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(Emailing your application *IS* your electronic signature)

---

**Hold Harmless Agreement:** In consideration of the City of Alexandria, Department of Recreation, Parks and Cultural Activities, conducting gardening and other programs and allowing the gardener to participate in such programs, the undersigned realizing the risk of injury attendant to such programs, to the extent permitted by law, does hereby and forever discharge the City of Alexandria, Department of Recreation, Parks and Cultural Activities and its officers, agents, and employees from any and all action, claims or liability resulting from or arising out of or based upon any bodily injury or property damage which may be sustained by the undersigned or the undersigned's child while participating in such programs.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(Emailing your application *IS* your electronic signature)

---



## DEPARTMENT OF RECREATION, PARKS AND CULTURAL ACTIVITIES

Return this completed form to the City Representative (Department of Recreation, Parks and Cultural Activities), Suzanne Bouchard, by mail, email or in person at the address below:

Suzanne Bouchard  
City of Alexandria, RPCA  
Park Operations  
2900-A Business Center Drive  
Alexandria, Virginia 22314  
[RPCAGardens@alexandriava.gov](mailto:RPCAGardens@alexandriava.gov)

**\*Please wait for your email confirmation receipt. It will list the balance due and plot assignment. Your permit to garden will be valid once payment has been received.**

**\*Gardening without a permit may be considered trespassing.**

**\*Applications from Current Gardeners who have received multiple violation/citation notices may have their applications rejected.**